

Salem Planning and Zoning Committee (P&Z)

Minutes of the Plan of Conservation and Development (POCD)
Administrative Actions meeting of 9 January 2012.

Attendees: K. Buckley, Chair

R. Savalle

R. Amato

V. Smith

M. Chinatti

Meeting called to order at 6:00 PM in conference room 3 of the Salem Town Hall.

The purpose of the meeting was to discuss the administrative actions required of the Planning and Zoning committee to bring to the public, notification of the Public Meeting to be held February 28, 2012 at which the public will have the opportunity to ask questions and express opinions in oral or written form.

This mission of this subcommittee is to formulate a plan for public notification and present them to the entire P&Z committee for a vote to move forward on all or part of the plan.

The Statutory and Timeline requirements were presented by M. Chinatti and discussed by the subcommittee. (A POCD Action Plan is attached for information)

The subcommittee discussed actions as to dates of delivery of the document as follows:

- Submitted draft to the Board of Selectmen and the Council of Governments: 12-20-2011.
- File Draft w/Town Clerk, post to Town website: 1-23-2012.
- Legal Notice of Public Hearing (run 2 times): 2/14/2012 and 2/21/2012.
- Actions to take in the event no endorsement by the Board of Selectmen.
- Effective Date set by P&Z, after notice of decision
- Notice of Decision
- File adopted plan in the Town Clerk's Office.

Additionally, the subcommittee reviewed the draft letter provided for content and accuracy. The subcommittee, made minor corrections to the letter and all agreed to it being correct in form and content, V. Smith provided input as to making the text more visually active to the reader, by providing bolding and highlighting to the text as he felt the letter needed to have its points more vivid to the reader. The Subcommittee discussed this idea and K. Buckley asked V. Smith if he would take an action to address this topic.

(Action) V. Smith took the action to provide a draft with text bolding and highlighting and will provide via email to the other subcommittee members for review.

Discussion continued to seek a press release of the final draft letter to local newspapers. The members agreed that a press release would be a good alternative than a Postal Mailing to all residents.

(Action) K. Buckley took the action to contact the newspapers and see if a press release or news article on the POCD can be run by them. K. Buckley will research and present her findings to the P&Z.

Discussion continued as to a "Email Blast" of the letter on the Town's email site. The question was asked by V. Smith "If we knew how many town residents were signed up on the email sight to get an idea on how many residents could be reached in that venue. The subcommittee decided that 1/26/2012 as the date of the first email and 2/12/2012 as the date of the second reminder email using the town email site.

(Action) M. Chinatti took the action to find out how many residents/persons were enrolled on the sight and would provide her answer via an email to the subcommittee, by an email. Note: this action has been completed 1/10/12.

The subcommittee discussed taking the letter and the POCD Action Plan to the P&Z Commission at the next scheduled meeting of the Commission on 1/17/2012.

The meeting adjourned at 7:25PM

R. Amato

Secretary

